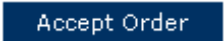


Merchant Quick Guide








Effective 10/05

Accepting a Fuel Request:

1. SCOMS will notify you of a fuel request via email.
2. Click the URL link provided in the email. This will direct you to the SCOMS log-in page.
3. Select "Login" from the left-hand side of the screen.
4. A popup box will appear. Enter your username and password in this popup box. Click the button entitled "Login" to be directed to the fuel order page.
5. SCOMS will automatically redirect you to the fuel request. Review the order details and decide whether to accept the request, decline it, or make a counteroffer.
6. To Accept the Order*:
 - a) Click the "Accept Order" button  located in the upper right-hand side of the screen.
 - b) After clicking "Accept Order", you will be prompted to enter a supplier order number. This number is for your records only and may be any combination of up to 14 letters and numbers.
 - c) Click the "OK" button in the popup box.
 - d) After clicking "OK", an email will be sent to the vessel so they may view your decision to accept their request.
7. It is the responsibility of the merchant and the vessel to arrange specific fueling details (such as precise fueling location) prior to the agreed upon fueling date and time.

*Please refer to Sections 3.4 and 3.5 of the SCOMS Merchant Manual in order to view instructions on declining an offer or making a counteroffer.

Inputting Transaction Details:

1. Visit www.seacardsys.com and select "Login".
2. Locate the order using the "Supplier Order Search" submenu. (Refer to Section 3.2 of the SCOMS Manual for assistance locating an order.)
3. Clear any information in the form using the Clear Form icon. 
Click the "Order Status" drop-down box and select "Waiting for Fulfillment".
Click the "Submit Query" icon. 
4. As a result of your query, all orders with an order status of "Waiting for Fulfillment" will be displayed. Locate the order you have just fulfilled and click the "Fulfill Order" icon  located to the left of each order.
5. Click the "delivery time" icon.  Enter the time the fueling began and then select the fueling start date. Repeat for delivery end time.
6. Enter a delivery ticket number for your own records.
7. Enter the product quantity, unit price, and total product cost, as well as any other fulfillment details you desire. Indicate if the product was dyed.
8. If taxes need to be added to the transaction, click the "Add Tax" icon  and enter the appropriate information.
9. If ancillary charges need to be added to the transaction, click "Add Charge" icon  and enter the appropriate information.
10. After entering all required/optional information, click the "Submit Update" icon  located in the bottom right-hand corner of the screen.

SEA CARD Support Team

Email: merchant-support@seacardsys.com

Phone: 1-866-308-5475 / +1 913-451-2400